

New Jersey Wing Basic Encampment 2011

Basic Cadet Operating Instruction and Knowledge Guide



Listen, Learn, Lead

Civil Air Patrol: US Air Force Auxiliary

Table of Contents

1. General Instructions
2. Safety
3. Encampment Organization
4. Attendance
5. Uniform and Appearance
6. Training
7. Encampment Awards
8. Barracks Procedures
9. Dining Facility
10. Customs and Courtesies
11. Restrictions
12. General Knowledge
13. Rules of the Mess
14. Quotes and Songs

GENERAL INSTRUCTIONS

1.1 OPERATING INSTRUCTION AND KNOWLEDGE GUIDE. You will become familiar with the contents of this Operating Instruction and Knowledge Guide (OI) immediately upon your arrival at encampment. Content from this OI will be used to evaluate performance of each cadet as part of graduation criteria.

1.2 ENCAMPMENT. Civil Air Patrol Encampment is the first large-scale training event that a CAP cadet will attend and learn the basics of becoming a successful CAP cadet. By nature, the encampment is a rigorous training exercise. Encampment is designed to challenge the cadet physically and mentally. You must complete encampment before you can earn the General Billy Mitchell award or be allowed to participate in National Cadet Special Activities. Credit for successful completion of encampment must be earned; simply attending does not guarantee completion.

1.3 IN AND OUT PROCESSING. Proper encampment credit may not be granted if you do not properly in- and out-process. You will receive your Certificate of Accomplishment at out-processing. You will arrive and depart the host facility in uniform. You will follow instructions given by staff.

1.4 MOTOR VEHICLES. Any cadet who brings a motor vehicle to the encampment must be aware that they cannot use the vehicle during the activity. It will be parked, locked and the keys turned into the Encampment Commander or designee.

1.5 SEVEN BASIC RESPONSES. The basic responses are used by all basic cadets during encampment when addressing encampment staff and must be used before making another statement or question outside of the seven basic responses. The basic responses may be forgone if there is an emergency or safety violation.

1.5.1 Yes sir/ma'am.

1.5.2 No sir/ma'am.

1.5.3 No excuse, sir/ma'am.

1.5.4 Sir/ma'am, may I ask a question?

1.5.5 Sir/ma'am, may I make a statement?

1.5.6 Sir/ma'am, I do not understand.

1.5.7 Sir/ma'am, I do not know.

1.6 BASIC CADET CHECKLIST. During encampment the following items will be carried with the corresponding uniforms.

1.6.1 BDU UNIFORM. All cadets will carry their canteen in their left cargo pocket. All cadets will carry with them their CAPID, OI, CAPF 60, Form 341s, and any applicable epipens and inhalers in their right cargo pocket. When indoors or in a no cover zone, cadets will secure their covers to the button of the right cargo pocket.

1.6.2 BLUES UNIFORM. All cadets will hand carry or clip to their belt on the right side their canteen. All cadets will carry with them their CAPID, OI, CAPF 60, and any applicable epipens and inhalers in their right pocket. All cadets will carry Form 341s in their left pocket. When indoors or in a no cover zone, cadets will secure their covers on the left side of their belt.

1.6.3 PT UNIFORM. All cadets will secure in a ziplock bag in their right pocket their CAPID, CAPF 60, Form 341s, and any applicable epipens and inhalers. All cadets will hand carry their canteen. No cadet will have with them their OI while in PT uniform unless otherwise specified by their flight staff. When indoors or in a no cover zone, cadets will hand carry their covers.

SAFETY

2.1 INTRODUCTION. Safety is the responsibility of every cadet and CAP Officer. All personnel at encampment will promote and observe all safety precautions. Safety hazards and violations must be reported to your flight staff or nearest staff member.

2.2 WINGMEN. In order to ensure safety, accountability, and to promote teamwork, no cadet will ever travel alone and without the knowledge of your flight staff. Accountability is of paramount importance. Outside of the barracks, always travel with your wingman.

2.3 IN THE BARRACKS. The following is a list of general safety rules for use while in the barracks. Further safety instructions may be given.

2.3.1 Running is not permitted inside building

2.3.2 All personnel will be aware of the evacuation procedures in their area. The Cadet Safety OIC is responsible for ensuring that all personnel are made aware of evacuation procedures.

2.3.3 All fires or possible fires will be reported to the nearest staff member immediately.

2.3.4 While sleeping, you will put your gym shoes, unlaced, next to your rack.

2.3.5 In the event of a barracks evacuation, the rally point will be in front of the nearest dining facility (DFAC).

2.4 ROAD GUARDS. Road guards are used to ensure safety when crossing a street. The flight staff will assign road guards. One road guard will stand in the center of the lane of oncoming traffic for each direction of traffic. The road guard will stand at parade rest and hold his/her right arm forward with fingers together and palm facing out. When recalled, road guards will safely double-time to and from their positions. Road guards and flight staff will wear a safety belt when moving with their flight.

2.5 FORMATIONS. Cadets may leave formation and immediately report to the medical staff at the rear of the formation to seek attention if they feel extreme pain or discomfort. The medical staff will address the issue with the intention of returning the cadet to training as soon as possible.

ENCAMPMENT ORGANIZATION

3.1 **STRUCTURE.** Encampment is organized as a cadet group with subordinate squadrons and flights. The flight is the basic training unit of encampment. In addition to flights and squadrons, other cadet staff members form the support staff, providing administrative, communications, logistical, medical, and safety support. Additionally, four cadet staff members serve as the staff for the New Jersey Wing Region Cadet Leadership School (NJW RCLS), held in conjunction with basic encampment.

3.2 **CADET STAFF.** The cadet staff is responsible for carrying out all functions of encampment with mentorship provided by CAP Officers. All cadet staff members have attended at least one previous encampment. The cadet staff was selected in January by a multi-step process including a resume, statement of motivation, and review board. All applicants were evaluated and slotted by the cadet and senior executive staffs. The staff have trained for five training weekends and contributed over 300 hours of work each to the encampment.

3.3 **TACTICAL OFFICER.** The Tactical Officer is an Officer assigned to instruct, observe, and evaluate members of the flight. The TAC Officer is also the flight staff's mentor. The Tactical Officer oversees the health and well being of the cadets within the flight.

3.4 **CHAIN OF COMMAND.** A cadet desiring to report to a higher level of command will do so through all intermediate echelons of command. If you desire to talk to your Tactical Officer, a chaplain or moral leadership officer, you may do so at any time, by making a request to a flight staff member. A request to speak to the Tactical Officer, chaplain, or MLO should not be denied.

3.5 **IN-FLIGHT POSITIONS.** You may serve in an in-flight role in some capacity during the encampment. Element leader and guidon bearer are positions available for assignment. Your flight staff will brief you on the rules, restrictions, duration and details for each job, and make selections.

ATTENDANCE

4.1 **ABSENCE FROM DUTY.** Only the Encampment Commander, Commandant of Cadets, Medical Officer, Tactical Officer, or the Cadet Commander may excuse you from duty or formations. If you are excused, you will follow the instructions of the officer who excused you. Your goal should be to return to training as soon as possible, without jeopardizing your safety or health.

4.2 **DISMISSAL OR WITHDRAWAL.** Cadets in attendance are responsible for conducting themselves in a manner reflecting credit upon themselves and CAP. Misconduct may subject you to dismissal from the encampment without credit (see CAPM 52-16). The Encampment Commander or their designated representative will base dismissal on an impartial review. You will be permitted to withdraw from encampment without prejudice for reasons of sickness or

hardship. Encampment credit cannot be granted if you withdraw, unless you satisfactorily complete at least 80 % of the scheduled training.

4.3 ENCAMPMENT CREDIT. Credit for completing a CAP encampment is by no means automatic and is granted by CAP National Headquarters, upon receipt of a report from the Encampment Commander recommending that credit be granted. You must satisfactorily complete at least 80% of the scheduled training and instruction, as determined by the Commandant, to receive encampment credit. This includes passing the daily room inspections, uniform inspections, drill evaluation, knowledge test, and PT test.

UNIFORM AND APPEARANCE

5.1 GENERAL APPEARANCE. You will be in the proper uniform at all times. You are expected to maintain a high standard of appearance. Uniforms will be neat and clean at all times. Cadets who shave **MUST** do so every day.

5.2 UNIFORMS. Uniforms will be worn in accordance with CAPM 39-1, "Civil Air Patrol Uniform Manual," and all applicable policy letters. The following uniform combinations will be worn at encampment:

5.2.1 Short Sleeve Blues Uniform without tie.

5.2.2 Battle Dress Uniform.

5.2.3 Physical Training Uniform consisting of a black t-shirt, gray athletic shorts, white gym socks, athletic shoes, and an athletic supporter or bra (females).

5.3 GROOMING STANDARDS. All members of CAP must be well groomed and assure that their personal appearance at all times reflects proper credit upon themselves and CAP. Haircuts and hairstyles, along with other grooming standards, will be in accordance with CAPM 39-1, "Civil Air Patrol Uniform Manual."

5.4 PERSONAL HYGIENE. You are expected to maintain a high standard of personal hygiene. You are required to wash your hands with soap and water or waterless hand sanitizer after using the restroom. Deodorant will be used. Underwear and socks will be changed daily. You will not sleep in any soiled clothing.

5.5 SHOWERING. You will take at least one (1) shower per day. Since time is of paramount importance when using the shower facilities, speed is required. After showering and using the bathrooms, be sure to check for all of your personal belongings before leaving an area- shampoo, soap, soap trays, clothes, etc. You are required to maintain the cleanliness of all bathrooms and shower areas.

TRAINING

6.1 COURSE CONTENT. The course content at encampment will include the following:

- 6.1.1 Mission and Structure of the US Air Force
- 6.1.2 Aerospace Power
- 6.1.3 Aerospace Heritage
- 6.1.4 Fundamentals of the Civil Air Patrol Cadet Program
- 6.1.5 Fundamentals of the Civil Air Patrol Aerospace Education Program
- 6.1.6 Fundamentals of the Civil Air Patrol Emergency Services Program
- 6.1.7 Physical Training
- 6.1.8 Moral Leadership
- 6.1.9 Leadership and Creative Thinking
- 6.1.10 Drill and Ceremonies
- 6.1.11 Customs and Courtesies
- 6.1.12 Aerospace Career Opportunities

Each cadet will gain a working knowledge and understanding of CAPM 50-1 “Introduction to CAP”, CAPP 151 “Customs & Courtesies”, “Leadership for the 21st Century” Chapter 1, CAPM 39-1 “Civil Air Patrol Uniform Manual” and AFMAN 36-2203 “Drill & Ceremonies Manual”, during the encampment.

6.2 EVALUATION. The flight staff, TAC officers, and Training & Evaluation staff constantly evaluate cadets from the moment you arrive until you have departed evaluate basic. Evaluations of individual performance will include inspections, drill competitions, Cadet Physical Fitness Test (CPFT), and written examinations.

ENCAMPMENT AWARDS

7.1 AWARDS. The encampment staff presents awards to cadets as formal recognition of outstanding performance or capability.

7.2 ENCAMPMENT INDIVIDUAL AWARDS

- 7.2.1 Honor Cadet
- 7.2.2 Honor Staff Member
- 7.2.3 Most Improved Cadet
- 7.2.4 Warrior/Spirit Awards

7.3 ENCAMPMENT GROUP AWARDS

- 7.3.1 Honor Flight
- 7.3.2 Honor Squadron
- 7.3.3 Honor Seminar

7.4 DAILY AWARDS

7.4.1 Honor Flight – Honor flight of the day will eat at the DFAC first

7.4.2 Honor Cadet – Honor cadet of the day will eat breakfast with the Cadet Commander and serve as the reviewing officer during the day's pass and review practice.

BARRACKS PROCEDURES

8.1 GENERAL. Cadets will be familiar with all signs within the barracks halls and rooms. No unnecessary noise is permitted in the barracks at any time. Footwear will always be worn. Broken, defective, or unsafe equipment and conditions will be reported immediately to any encampment staff member.

8.2 HALLWAYS. No conversation will occur between basic cadets in the hallway. Basic cadets will not linger in the hallways. The "flight path" will be used at all times in the hallway. Cadets will march with their right shoulder against the right wall to reach their destination, circling the hallway in a counter-clockwise manner. Cadets are not permitted to walk across the hallway. The flight path will be ignored in case of emergency.

8.3 ROOMS. All basic cadets will maintain their bed, closet, and drawers to standards established by the Training and Evaluations staff. Rooms are subject to inspection by the Standardization and Evaluation Team. Beds will be made each morning. Floors will be kept clean of debris. Flight staff will teach cadets how their room, bunk, locker, and drawer will be kept during encampment. Rooms will remain unlocked at all times. Doors to the rooms will remain fully open except when changing or at night.

8.4 CLEANING. Barracks will be kept neat and clean and will be subject to inspection anytime during the duty day. Any items borrowed will be returned as soon as possible.

8.5 NIGHT PROCEDURES. Basic cadets will not be out of bed at night after "Lights Out" or before "First Call" except to use the latrine, see the medical officer, or respond to an emergency.

8.6 EMERGENCIES. Any unsafe condition or emergency will be reported IMMEDIATELY to the nearest encampment staff member, regardless of the time. An on-call room with a staff member will be designated and manned every night should a cadet have a problem or an emergency.

The on call room number is: _____

DINING FACILITY (DFAC)

9.1 ENTERING THE DFAC. All cadets will file into the dining hall in a military line. When the line halts, you will assume the position of parade rest. Prior to moving forward, you will come to attention, march forward, and again assume parade rest when stopped. Military personnel do not cut in line in front of CAP personnel. If standing underneath the awning, cadets are under cover and the area is a no salute zone.

9.2 SEATING. After receiving trays of food, sit with your flight members and always attempt to fill a table. Cadets will not make conversation to each other during meals and may only speak to request items at the table. However, cadets are encouraged to speak with members of the military during meals, share their experiences with them and learn from members of the military.

9.3 EATING. You will use proper table manners at all times.

9.4 DIET. You are expected to eat and maintain a properly balanced daily diet. Do not eat fatty and salty foods in excess. Cadets will not consume carbonated beverages (soda) unless specifically authorized. You are not permitted to drink coffee. All cadets should consume at least two full glasses of water with every meal. Cadets will re-fill their canteens with fresh water as needed and during every meal period.

9.5 EXITING THE DFAC. When cadets are finished with their meal, they will clear their table and place their tray on the racks in the center of the DFAC. Cadets will then exit promptly, with a wing man, outside, assemble into their flights, study this OI, and await further instructions from their flight staff.

CUSTOMS AND COURTESIES

10.1 GENERAL. Military customs and courtesies are rooted in a tradition of politeness and mutual respect. They have evolved as a result of the need for order, as well as the mutual respect and sense of fraternity that exist among military personnel. Air Force-style customs and courtesies are adopted by CAP to reinforce the Core Value of Respect. Following these traditions symbolizes our commitment to a sense of teamwork that is built on a foundation of mutual respect. (From CAPP 151)

10.2 RESPECT FOR THE FLAG. The flag of the United States represents the principles and ideals to which you are committed. It will never be treated with contempt or used as a drapery, as part of an article of clothing, or as a covering for furniture or automobiles. No lettering of any kind should be placed on the flag nor should it be used for advertising purposes. The following are ways in which we honor the flag.

10.2.1 National Anthem. You are to show proper respect to the flag and the National Anthem both indoors and outdoors.

10.2.1.1 Indoors. If in CAP's military-style uniform, you face the flag (if visible) or music, at attention, but do not salute. In any other CAP uniform or in civilian clothes, you

place your right hand over your heart. This does not apply when you hear the National Anthem on the radio or television.

10.2.1.2 Outdoors. In military-style uniform, you render the military salute, hold it and remain silent during the National Anthem. In any other CAP uniform or civilian clothes, stand at attention and place your right hand over your heart (Men should remove headdress with right hand and hold it over their heart.)

10.2.2 Retreat. On Air Force installations, the flag is lowered at the end of each day. Usually, the bugle call "Retreat" is sounded and is followed by the playing of either the National Anthem or "To the Colors." If you are outside, you must stop what you are doing and face the flag. If in the military-style uniform, you stand at Parade Rest, during the sounding of "Retreat" then come to attention and salute during the playing of the National Anthem or "To the Colors." If you are driving a vehicle, you are to stop and sit quietly until the music ends; your passengers also remain silent.

10.2.3 Pledge of Allegiance. Honors to the flag during the Pledge of Allegiance are similar to those rendered during the playing of the National Anthem or "To the Colors."

10.2.3.1 Military Formations or Ceremonies. You do not recite the Pledge of Allegiance while in military formation.

10.2.3.2 Outdoors. When in military-style uniform, you stand at attention, face the flag, remain silent, and salute.

10.2.3.3 Indoors. When in military-style uniform, stand at attention, face the flag, but do not salute. You may recite the pledge indoors.

10.2.3.4 Civilian Dress. When in civilian clothes (indoors or outdoors), you should stand at attention, face the flag, and recite the Pledge of Allegiance while holding your right hand over your heart. (Men should remove headdress and hold with right hand over their heart.)

10.2.4 Parades. In military-style uniform, you render a salute to the flag 6 paces before the flag passes you and hold the salute until the flag has passed six paces beyond you. In civilian attire, come to attention until the flag passes.

10.3 SALUTING. In accordance with CAPP 151, Saluting is a courtesy exchanged between members of the Civil Air Patrol when in military-style uniform as both a greeting and a symbol of mutual respect. As such, it is never inappropriate to salute another individual. The basic rules regarding saluting for CAP members are:

10.3.1 You salute when in military-style uniform.

10.3.2 You salute the President of the United States, all Medal of Honor recipients, and commissioned officers and warrant officers of the Armed Forces who are senior in rank to you.

10.3.3 You do not salute when indoors unless you are formally reporting to an officer senior in rank to you.

10.3.4 You salute when outdoors unless:

10.3.4.1 You are carrying articles (or a heavy object) in both hands, which cannot be transferred to the left hand, or another legitimate reason such as injury, and so forth. In this case, an oral greeting should be exchanged, such as "Good Morning, Sir or Ma'am." If you are the lower ranking individual and the one you are approaching is higher in rank but whose arms are incapacitated, you will still salute

10.3.4.2 You are in a designated "covered" or "no salute" area, (aircraft marshaling areas and flight lines are "no salute" areas).

10.3.4.3 You are a member of a military formation or a work detail (only the senior member of the formation or detail salutes).

10.3.4.4 You are attending a public gathering such as a sports event.

10.3.5 When on a military installation, you salute officers in government cars if the car has a flag or metal standard that identifies the rank of the occupant (usually general officers and military wing or base commanders).

10.3.6 Military personnel are not required to render a salute to CAP personnel, but they are not restricted from doing so if they desire.

RESTRICTIONS

11.1 GENERAL. Cadets will not gamble, smoke, use any drugs, including tobacco products, consume alcohol or participate in any sexual activity at any time during the encampment. Cadets found doing any of these will be dismissed from the encampment with no encampment credit.

11.2 MEDICATIONS. Cadets will be responsible to take their own medications. Medical Officers will remind cadets of medication times, but they will not administer any. Cadets will be responsible to carry their own medication. These medications must be authorized with a note from a doctor or parent for over the counter medications and will be in the original bottle. Any cadet who gives another any of their medication will be dismissed from the encampment immediately and lose credit for the encampment. The cadet receiving the medication will also be sent home with no encampment credit.

11.3 BARRACKS. You will not leave the barracks area at anytime except when authorized. All cadets will march and square corners when in a formation; two or more cadets constitute a formation. Barracks areas of members of the opposite sex are prohibited at all times for cadets.

11.4 CONTRABAND ITEMS. You will have your personal belongings inspected by your Tactical Officer for unauthorized items: knives, flame producing devices, tobacco, alcohol, pornography, watches, cell phones, food, personal radios/CD players, iPods/mp3 players, sunglasses and drugs, unless doctor's or parent's note is provided. All items will be returned at out-processing, unless the item is illegal or the item is food.

11.5 HAZING. There is a zero-tolerance policy for hazing in CAP and during this encampment. According to CAPR 52-10, hazing is defined as "any conduct whereby someone causes another to suffer or to be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful." If you witness or experience a potential hazing situation, immediately report it to your TAC officer.

GENERAL KNOWLEDGE

12.1 GENERAL. The items contained within this section are essential knowledge to all Civil Air Patrol cadets and is often used during a cadet's time in Civil Air Patrol. Often this knowledge is asked on review boards.

12.2 THE CIVIL AIR PATROL CADET OATH. I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and to advance my education and training rapidly to prepare myself to be of service to my community, state and nation.

12.3 CIVIL AIR PATROL FACTS.

12.3.1 CAP has three missions:

12.3.1.1 Aerospace Education. CAP promotes and supports aerospace education, both for its own members and the general public by preparing American citizens to meet the challenges of a sophisticated aerospace society and understand its related issues.

12.3.1.2 Cadet Programs. Civil Air Patrol's first cadet program was started during World War II as a way to provide training for future pilots. Since then, the program has flourished, combining Aerospace Education with Leadership and Career training.

12.3.1.3 Emergency Services. Civil Air Patrol covers several Emergency Services areas. The principal categories include search and rescue missions, disaster relief, humanitarian services, and Air Force support. Other services, such as homeland security and actions against drug-trafficking operations, are becoming increasingly important.

12.3.2 CAP was formed on 1 Dec 1941, with Major General John F. Curry as the first National Commander.

12.3.3 The first Civil Air Patrol base was located in Atlantic City, New Jersey.

12.3.4 During World War II, CAP coastal patrols spotted 173 German submarines. 57 depth charges and 83 bombs were dropped, sinking 2 submarines.

12.3.5 CAP is composed of 8 regions and 52 wings. Each wing represents each state, the District of Colombia, and Puerto Rico.

12.3.2 There are four phases to the CAP Cadet Program:

12.3.2.1 **Phase I: Beginning Phase.** This phase ends with the Wright Brothers Award and the grade of Cadet Staff Sergeant.

12.3.2.2 **Phase II: Learning Phase.** This phase ends with the General Billy Mitchell Award and the grade of Cadet Second Lieutenant..

12.3.2.3 **Phase III: Leadership Phase.** This phase ends with the Amelia Earhart Award and the grade of Cadet Captain.

12.3.2.4 **Phase IV: Executive Phase.** This phase ends with the Ira C. Eaker Award and the grade of Cadet Lieutenant Colonel.

12.3.2.5 **General Carl A Spaatz Award.** The cadet program ends with the General Carl A Spaatz Award and grade of Cadet Colonel.

12.4 CIVIL AIR PATROL MOTTO: Semper Vigilans - Always Vigilant

12.5 DEFINITION OF LEADERSHIP “The art of influencing and directing people in a way that will win their obedience, confidence, respect and loyal cooperation in achieving a common objective,” from Leadership 2000 & Beyond, Vol. 1.

12.6 DEFINITION OF SELF-DISCIPLINE “Self-discipline can be defined as the ability to direct your thoughts, emotions, and actions toward a meaningful purpose,” from Learn to Lead, Module 1, Chapter 1.

12.7 NATIONAL CHAIN OF COMMAND

Commander in Chief: The Honorable Barack H. Obama

Secretary of Defense: The Honorable Robert M. Gates

Secretary of the Air Force: The Honorable Michael B. Donley

Chairman of Joint Chiefs of Staff: Admiral Mike Mullen

Chief of Staff, US Air Force: General Norton A. Schwartz

Commander, Air Education & Training Command: General Edward A. Rice, Jr.

Commander, Air University: Lieutenant General Allen G. Peck

Commander, Holm Center: Brigadier General Teresa A. H. Djuric

Commander, CAP-USAF: Colonel William R. Ward

12.8 ENCAMPMENT CHAIN OF COMMAND

National Commander: Major General Amy S. Courter, CAP

Northeast Region Commander: Colonel Christopher J. Hayden, CAP

New Jersey Wing Commander: Colonel David L. Mull, CAP

Encampment Commander: Captain David Maver, CAP

Commandant of Cadets: 1st Lieutenant Sean Capiak, CAP

Cadet Commander: Cadet Captain Serenity Fung, CAP

Cadet Deputy Commander: Cadet Captain Amatan Noor, CAP

Squadron Commander: _____

Flight Commander: _____

Flight Sergeant: _____

12.9 SENIOR COMMAND STAFF

Encampment Commander: Captain David Maver, CAP

Commandant of Cadets: 1st Lieutenant Sean Capiak, CAP

Encampment Deputy Commander: Major Paul Bolognone, CAP

Encampment Executive Officer: Major Jack Soldano, CAP

12.10 CADET COMMAND STAFF

Cadet Commander: Cadet Captain Serenity Fung, CAP

Cadet Deputy Commander: Cadet Captain Amatan Noor, CAP

Cadet Deputy Commander of RCLS: Cadet Captain Ryan Mullins, CAP

Cadet Executive Officer: Cadet Captain Robinson Fernandez, CAP

12.11 SENIOR ENCAMPMENT STAFF

Chief TAC Officer: First Lieutenant Anthony Jannicelli, CAP

RCLS Academic Advisor: Captain David J. Gaulin, USAF

USAF NJW RCLS Advisor: CMSgt Edward Williams, USAF

RCLS Advisor: Lt Col Eric Johnson, USAF (ret)

Operations Officer: First Lieutenant John Marrinan, CAP

Standardization and Evaluation Mentor: Captain Daniel White, CAP

Administration Mentor: SM Steven Perez, CAP

Communications Mentor: Major Robert Eboch, CAP

Finance Officer: First Lieutenant Peter MacDonald, CAP

IT Mentor: SM Alexander Lenhard, CAP

Logistics Mentor: First Lieutenant Anthony Vinci, CAP

Medical Officer: First Lieutenant Mary Mellody, CAP

Public Affairs Officer: First Lieutenant Jaqlyn Burckhardt, CAP

Safety Officer: Major Will McClain, CAP

Transportation Mentor: First Lieutenant Paul Witte, CAP

12.12 PROPER REPORTING PROCEDURE All cadets will follow this procedure when reporting.

12.12.1 Knock twice at the door and await instructions to enter.

12.12.2 Position yourself two paces from the officer or their desk.

12.12.3 Salute and report: "Sir/Ma'am/Sergeant, cadet (your grade- Basic, Airman, Airman First Class, etc., and your name) reporting as ordered" Ex: "Ma'am, Cadet Airman First Class Jones reporting as ordered"

12.12.4 Drop your salute after it has been returned. Sit only if asked to.

12.12.5 Converse professionally, using the proper courtesies.

12.12.6 When your business is completed, ask "Will that be all (Sir, Ma'am, Sergeant)?"

12.12.7 Stand up (if seated), take one step backwards, salute and say "Request permission to be dismissed." When permission is given, wait to have your salute returned.

12.12.8 Execute a facing movement toward the exit and depart.

RULES OF THE MESS

13.1 GENERAL. These rules will be used during the Dining In on the evening before encampment graduation. Cadets need to make themselves familiar with these rules.

13.2 RULES OF THE MESS

13.2.1 Thou shall arrive within 10 minutes of the appointed hour

13.2.2 Thou shall make every effort to meet all guests

13.2.3 Thou shall move to the mess when thee hears the chimes and remain standing until seated by the President

13.2.4 Thou shall not leave the mess whilst convened. Military protocol overrides all calls of nature

13.2.5 Thou shall participate in all toasts unless thyself or thy group is honored with a toast

13.2.6 Thou shall ensure thy glass is always charged when toasting

13.2.7 Thou shall keep toasts and comments within the limits of good taste and mutual respect. Degrading or insulting remarks will be frowned upon by the membership. However, good-natured needling is encouraged

13.2.8 Thou shall not murder the Queen's English

13.2.9 Thou shall always use proper toasting procedures

13.2.10 Thou shall not laugh at ridiculously funny comments unless the President first shows approval by laughing

13.2.11 Thou shall express thy approval by tapping spoons on the table. Clapping of thy hands will not be tolerated

13.2.12 Thou shall not question the decisions of the President

13.2.13 When the mess adjourns, thou shall rise and wait for the President and the head table guests to leave

13.2.14 Thou shall enjoy thyself to the fullest.

QUOTES AND SONGS

14.1 QUOTES. All cadets will memorize the following quotes.

"Flexibility is the key to airpower." – *General Giulio Douhet, Italian Military Strategist*

"You cannot be disciplined in big things and undisciplined in small things...brave, undisciplined men have no chance against the discipline and valor of other men."
– *General George S. Patton, Jr.*

"Never, never, never quit." – *Sir Winston Churchill*

"A sound body is good; a sound mind is better; but a strong and clean character is better than either." – *President Theodore Roosevelt*

"The foundation of leadership is character.: - *General Alexander M. Patch*

"Character may be manifested in the great moments, but it is made in the small ones."

– *Sir Winston Churchill*

"We are what we repeatedly do. Excellence, then, is not an act, but a habit." – *Aristotle*

"No man is fit to command another who cannot command himself." – *William Penn*

"Discipline is the soul of an army. It makes small numbers formidable; procures success to the weak, and esteem to all." – *President George Washington*

"I don't care what anything is designed to do. I want to know what it can do!" – *Gene Kranz*

"Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to take rank with those poor spirits who neither enjoy much nor suffer much, because they live in the gray twilight that knows neither victory nor defeat."

– *President Theodore Roosevelt*

14.2 Songs. During encampment, all cadets will learn and memorize the following songs. You will sing them daily

14.2.1 THE AIR FORCE SONG by Robert MacArthur Crawford, Capt, USAAC (ret)

Off we go into the wild blue yonder, Climbing high into the sun; Here they come zooming to meet our thunder, At 'em boys, Give 'er the gun! (Give 'er the gun now!) Down we dive, spouting our flame from under, Off with one helluva roar! We live in fame or go down in flame. Hey! Nothing'll stop the U.S. Air Force!

14.2.2 PROUD TO BE AN AMERICAN by Lee Greenwood

*If tomorrow all the things were gone, I'd worked for all my life,
And I had to start again, with just my children and my wife,
I'd thank my lucky stars, to be livin' here today,
'Cause the flag still stands for freedom, and they can't take that away.
And I'm proud to be an American, where at least I know I'm free,
And I won't forget the men who died, who gave that right to me.
And I gladly stand up, next to you and defend her still today.
'Cause there ain't no doubt I love this land, God bless the USA.
From the lakes of Minnesota, to the hills of Tennessee,
Across the plains of Texas, from sea to shining sea.*

*From Detroit down to Houston, and New York to L.A.
Well there's pride in every American heart, and it's time we stand and say:
That I'm proud to be an American, where at least I know I'm free,
And I won't forget the men who died, who gave that right to me.
And I gladly stand up, next to you and defend her still today,
'Cause there ain't no doubt I love this land, God bless the USA.*

14.3 SAYINGS OF THE DAY. The saying of the day is the phrase you will use to greet all staff members and members of the military that you encounter. Each phrase encapsulates a quality of CAP members that you should be striving to acquire.

Saturday _____

Sunday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____